

# BEST ADMINISTRATIVE AWARD



## ABOUT

The Best Administrative Award celebrates Admins who are the "heartbeat" of the company. It embodies the tremendous impact of Admins who always have a positive, can-do outlook, and see no limit to the possibilities of what they can achieve. The Award also honours the Admin role in its essence, for exemplifying Al Masood Values and being a main provider of exceptional customer service internally & externally.

## ELIGIBILITY

Employees working in administrative positions across all Al Masood business divisions are eligible for this Award.

## CRITERIA

Winners of Best Administrative Award will be chosen based on the following criteria:

- Recording strong work performance appraisal scores over the past year.
- Contributing to a positive and collaborative team environment.
- Performing their tasks reliably, accurately, and in time.
- Demonstrating Al Masood values (Empowered, Optimistic; Engaged; Excellent; One Team) while dealing with internal and external stakeholders.

## NOMINATION PROCESS

Employees across all Al Masood divisions are all eligible to nominate their administrative colleagues.

## JUDGING PANEL

4 winners will be chosen for this Award. The decision will be made by the relevant Line Manager, HR, GM, and CEO, and based on performance.

## APPLICATION DEADLINE

Fully completed Nomination Forms should be submitted on the website by **19 October 2024.**

